Pocket Résumé for Job Interviews and Applications

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Pocket Résumé for Job Interviews and Applications



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References (Receive permission before using names) Phone _____ Company_____ Position _____ Phone Company _____ Position Phone _____ Company _____ Position **Preparation for Interview** ☐ Learn something about the company. ☐ Have a specific job or jobs in mind. ☐ Review, in your mind, your qualifications for the ☐ Be prepared to answer broad questions about yourself. **Appearance** ☐ Well groomed. ☐ Suitably dressed. Interview ☐ Be prompt. ☐ Answer questions directly and truthfully. ☐ Be well mannered. ☐ Use proper grammar and good diction.

☐ Be enthusiastic and cooperative.

☐ Don't be afraid to ask questions.

References (Receive pern	nission before using names)	References (Receive permi	ssion before using r
Name		Name	
	Company		Company
Position		Position	
Name		Name	
Phone	Company	Phone	Company
		Position	
Name		Name	
	Company	Phone	Company
Position		Position	
Preparation f	for Interview	Preparation fo	or Interview
☐ Have a spe☐ Review, in job.	nething about the company. ecific job or jobs in mind. In your mind, your qualifications for the ed to answer broad questions about	☐ Have a spec ☐ Review, in job.	thing about the comp eific job or jobs in m your mind, your qual I to answer broad qua
Appearance		Appearance	
☐ Well groom	med.	☐ Well groom	ed.
☐ Suitably d		☐ Suitably dre	essed.
Interview		Interview	
☐ Be prompt		Be prompt.	
^	nestions directly and truthfully.		estions directly and tr
☐ Be well m		☐ Be well ma	
	r grammar and good diction.		grammar and good d
	astic and cooperative.		stic and cooperative.
☐ Don't be a	fraid to ask questions.	■ Don't be at	raid to ask questions

☐ Don't be afraid to ask questions.

(KE	ceive permission before using names)
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Pre	eparation for Interview
	Learn something about the company. Have a specific job or jobs in mind. Review, in your mind, your qualifications for the job. Be prepared to answer broad questions about yourself.
Ар	pearance
	Well groomed. Suitably dressed.
Int	erview
	Be prompt. Answer questions directly and truthfully.
	Be well mannered.
	Use proper grammar and good diction.

Missouri Department of Higher Education and Workforce Development OFFICE OF WORKFORCE DEVELOPMENT

This information is often asked for on applications or at a job interview. Fill in the lines below ahead of time and take it with you as a reference.

Previous Employment: (Full-time, part-time, summer jobs and internships)

Name of Employer_		
Job Title		
Dates	Salary	□Hr. □Mo.
Reason for leaving _		
	Phone	
Name of Employer_		
Job Title		
Dates	Salary	□Hr. □Mo.
Reason for leaving _		
	Phone	
Name of Employer_		
Job Title		
Dates	Salary	□Hr. □Mo.
Reason for leaving _		
Supervisor	Phone	
Education		
Military Service or I	Oraft Status	
Special Skills/Hobbi	es	

When you are hired, you will be asked for proof of your identity and your eligibility to work in the United States.

Resume Po	wer Words	Phrases to Use
Increased Built Introduced Strengthened Directed Persuaded Projected	Assessed Exceeded Organized Adapted Solved Initiated Negotiated	Speak effectively Listen attentively Motivate others Meet deadlines Enforce policies Gather information Identify problems Develop strategies Set goals

For additional information about Missouri Office of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-J0BS (5627). The Missouri Department of Higher Education and Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.

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Name of Employer		
Address		
ob Title		
Dates	Salary	□Hr. □Mo
Reason for leaving		
Supervisor		
Name of Employer		
Address		
ob Title		-11
Dates	Salary	□Hr. □Mo
Reason for leaving		
Supervisor	Phone	
Name of Employer		
Address		
ob Title		
Dates		
Reason for leaving	-	
Supervisor		
Education		
Military Service or Dra		
special Skills/Hobbies		

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Name of Employer_		
Address		
Job Title		
Dates	Salary	□Hr. □Mo.
Reason for leaving		
Supervisor	Phone	
Name of Employer_		
Job Title		
Dates	Salary	□Hr. □Mo.
Reason for leaving		
	Phone	
Name of Employer_		
Job Title		
Dates	Salary	□Hr. □Mo.
Reason for leaving		
	Phone	
Education		
	Oraft Status	
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